



Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

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Project Management

(2 days*)

"There are two types of project manager – those that know what's going on and those that fail."

Benefits of attending this course...

A successful project should result in change. If this change is to be worthwhile then, as a project manager, you will need to fully understand the need for your project and be skilled in a wide-range of techniques.

The purpose of this course is to ensure project managers understand the rationale for their projects and enable them to apply proven tools and techniques in order to achieve a successful outcome.

***NB:** the duration of this event can be extended (or reduced), depending on the content.

Who is it for?

Anyone who is involved with defining, delivering or managing a project.

Objectives

By the end of the training you will be able to...

- 📖 Describe what a project is (and why it needs to be managed).
- 📖 Use proven tools to plan and execute a project.
- 📖 Follow a structured approach and complete essential project documentation.
- 📖 Describe the key roles that stakeholders and the project team play.

Content

- ✓ What are projects and why do they need managing?
- ✓ Explanation of common Project Management terms (ongoing throughout the course).
- ✓ Identifying the project management methodology used in your organisation (and why this is important).
- ✓ Exploring the context and rationale for undertaking a particular project.
- ✓ The importance of identifying stakeholders and key role players at an early stage (including customers, suppliers, bystanders and users).



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Content (continued)

- ✓ The Customer and You – what does your customer expect and how can you manage those expectations?
- ✓ Review of typical project management documentation (such as the Project Brief and the Project Initiation Document).
- ✓ Identifying outcomes and preparing Product Descriptions for the project deliverables.
- ✓ The three key project drivers (and how they help us plan and monitor the project).
- ✓ Identifying tasks and forming them into a Work Breakdown Structure (WBS).
- ✓ The art of estimating (including the use of contingency buffers).
- ✓ Identifying Threats and Managing Risk (including the importance of maintaining the risk log throughout the life of the project).
- ✓ Creating and interpreting Gantt and PERT charts (including analysis of the Critical Path).
- ✓ Allocating and levelling resources (including common mistakes to avoid).
- ✓ The importance of team morale and effective communication when running the project.
- ✓ Monitoring progress (and what to do if it's going badly).
- ✓ Introduction to tracking using Earned Value Analysis (EVA).
- ✓ Bringing the project to a close and reviewing the lessons learnt.

Bespoke Content

-  If you want to focus on specific areas from the above list, we can do that.
-  If you want to suggest alternative subjects then we can usually do that too!

NB: if you can't find what you want here please contact us and we will be happy to discuss your specific needs (with no obligation).